



FREQUENTLY ASKED QUESTIONS (FAQs)

333 North Rancho Drive, Las Vegas NV 89106-3703

Phone: (702) 229-6251 Fax: (702) 382-1240

Frequently Asked Questions regarding services through Building and Safety:

How can I tell if my property or project site is located within the City of Las Vegas?

You can determine if your property or project site is within the City of Las Vegas with address finder under our Permit Fee Estimator at:

http://www.lasvegasnevada.gov/portal/faces/wcnav_externalId/bp-permit-fee-estimator.

If you need assistance, please call the Building & Safety Information Counter at (702) 229-6251.

I have a several permit applications (up to five) to submit. What are my options for submitting them?

Online: We offer several over the counter permits online including water heaters and electric meter tags. Look on our website under Building Permits and Apply for a Permit to see if your scope of work falls under an online permit. Water Heater permits for example, can be issued, paid and scheduled for inspection all online.

In Person: The information counter (Station #1) will start processing of the applications, however, if a line forms and people are waiting for assistance, you will be directed to drop off your applications.

Drop off: Leave the applications in the basket located at the Information Counter. In order to submit by drop off, you must have **4 or more** applications at time of submittal. A cover sheet with your contact information and the number of permits requested is also required.

By Fax: In order to submit by fax, you must have **4 or more** applications at time of submittal. A cover sheet with your contact information and the number of permits requested is also required. Please fax your applications to:

(702) 636-1401

How do I cancel or void my permit application(s)?

- If you would like to void or cancel a permit application due to a duplicate request, please be aware that there will be a **\$5.00 cancellation** fee on **each** hard card that is voided or cancelled due to duplication. It is the **contractor's responsibility** to check job addresses for previous submittals.



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How do I request a refund on my permit application?

Refund requests must be made by the person/company that paid for the application and have an ORIGINAL signature. The request must be submitted on the Building & Safety Refund Form, which can be accessed from the City of Las Vegas website: www.lasvegasnevada.gov or by clicking on the following link http://www.lasvegasnevada.gov/portal/faces/wcnav_externalId/bf-building-safety-forms and selecting the Refund Form.

What is a Certificate of Occupancy?

A Certificate of Occupancy (C of O) verifies in writing that the building or tenant improvement meets the minimum safety requirements of the building codes.

What is an investigation inspection?

For \$250, a City of Las Vegas Building Inspector will meet with you on-site and help you figure out what is required in order to get the Certificate of Occupancy.

If I have questions regarding the building code requirements, who can I contact to get the correct answers?

You may contact the building department to ask questions at 702-229-6251. All plan technicians, plan examiners, or our building inspectors, a licensed architect or a general contractor to get answers to most of your questions.

What is a two-foot grade change review (two-foot kick out)?

The two-foot kick out or two-foot grade change of more than two feet is initiated by Flood Control as part of the drainage study. Planning will review the plan for areas where the grade difference will impact adjacent properties. Flood control must have an approval from Planning to complete the drainage study.



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How do I obtain Planning/Land Use approval of the proposed elevation changes?

Submit for review, addressed to the Land Use Review – Planners of the Building and Safety Department, the following:

1. A transmittal sheet from flood control.
2. One (1) grading plan indicating topographic lines, and detailed profiles of proposed perimeter walls and retaining walls.
3. A Justification letter detailing the reason to raise or lower the existing grade. Please list any related land use entitlements

If the request is related to a commercial development adjacent to a residential development identify the difference in grades of both areas of development.